
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 974-1629

December 2013

Dear Assessing Professional,

The Department of Local Government Finance (Department) will hold the First and Second Quarter 2014 continuing education courses from January 8 through May 28 at five locations.

Personal Property Tax

IN Course Number: IN 462

7.5-hours of continuing education credit by the Department of Local Government Finance

This course will begin with a discussion of the differences between real and personal property for tax purposes. The course will also cover the appropriate forms to be used by taxpayers for reporting personal property and the basic assessment methodology. In addition, the student will understand the basics of the Indiana personal property valuation process and understand the concepts of possession and ownership.

Analysis of Commercial Appraisal Reports

IN Course Number: IN 222

7.5-hours of continuing education credit by the Department of Local Government Finance

This course begins with a review of the income approach to value. This course then concentrates on the types of commercial reports, the body of the report, the valuation of land, the cost approach to value, the income approach to value, and the sales comparison approach as it pertains to commercial reports. The remainder of the course consists of a case study.

Legal Description

IN Course Number: IN 252

7.5-hours of continuing education credit by the Department of Local Government Finance

This course provides an in-depth, hands-on examination of legal descriptions and its uses within the identification and assessment of taxable property. This is an introductory course.

Each class is seven and a half hours long, including one hour for lunch. Check-in is between 8:00 a.m. and 8:30 a.m. local time, and classes run from 8:30 a.m. to 4 p.m.

Locations

- Columbus
- Evansville
- Fort Wayne
- Indianapolis
- Merrillville

Registration

There is no registration fee for Department of Local Government Finance continuing education courses. **PLEASE CHECK OUT OUR IMPROVED REGISTRATION SITE AT WWW.IND-PACE.COM.** This site will allow you to register, get directions, check your registrations, and change or cancel your registrations. This will continue to be the preferred method of registration. You can also register by mail or fax by following the instructions on the following registration form.

All registrations must be received at least one week before the date of each class for which you are registering. If there is a change to the class location or if the class is cancelled we will not be able to notify you if you have not registered for the class. Also, we cannot guarantee availability for those individuals who do not register by the deadline.

All registrations are processed on a first-come, first-served basis. **To provide all members of the assessing community the opportunity to receive this information, please make copies and share the contents of this letter with your entire staff as well as your county Property Tax Assessment Board of Appeals members.**

Registrations will be confirmed by e-mail only. If you do not provide an email address, you will not receive a confirmation of your class registration so you are encouraged to register on the website.

Details

The Department's continuing education provider for these classes is Briljent, LLC, an Indiana-based business with extensive experience in training design and facilitation. Your Registrar for classes is Lisa Harris. You can contact her at 260-247-9422 or via e-mail at lharris@briljent.com.

Course manuals will be available onsite at check-in before class begins. Each student should bring a calculator, pens/pencils, and a highlighter. Wearing comfortable clothes is advisable. Temperatures may vary in classrooms, so a light jacket or sweater is recommended.

Department of Local Government Finance
Continuing Education Registration Form
First Quarter 2014

Name: _____

Title _____

Address: _____

City, State, ZIP: _____ Date of Birth: _____

County: _____ Township: _____

Daytime Phone: _____ Cell Phone: _____

Student ID Number: _____ E-Mail: _____

Please register me for the class I have indicated below by checking its date and location:

First Quarter 2014 : Personal Property Tax (Course No. 462)

<input type="checkbox"/> IN 462	January 8 – Merrillville Indiana Wesleyan University	<input type="checkbox"/> IN 462	January 15 – Indianapolis Indiana Wesleyan University (North)	<input type="checkbox"/> IN 462	February 3 - Columbus Clarion Hotel Bartholomew
<input type="checkbox"/> IN 462	January 9 – Merrillville Indiana Wesleyan University	<input type="checkbox"/> IN 462	January 27 – Evansville Ivy Tech Community College	<input type="checkbox"/> IN 462	February 4 – Columbus Clarion Hotel Bartholomew
<input type="checkbox"/> IN 462	January 13 – Fort Wayne Indiana University Purdue University (IPFW)	<input type="checkbox"/> IN 462	January 28 – Evansville Ivy Tech Community College		
<input type="checkbox"/> IN 462	January 14 – Fort Wayne Indiana University Purdue University (IPFW)	<input type="checkbox"/> IN 462	January 29 – Indianapolis Indiana Wesleyan University (Digital Way)		

Mail this registration form to Registrar Lisa Harris at Briljent, LLC, 7615 W. Jefferson Blvd., Fort Wayne, IN 46804; or fax to 260-434-0991. Lisa can be reached by phone at 260-247-9422 or by e-mail at lharris@briljent.com. ***The preferred method of registration is online at www.ind-pace.com***

****See back side of this letter for Second Quarter class offerings**

Department of Local Government Finance
Continuing Education Registration Form
Second Quarter 2014

Name: _____

Title _____

Address: _____

City, State, ZIP: _____ Date of Birth: _____

County: _____ Township: _____

Daytime Phone: _____ Cell Phone: _____

Student ID Number: _____ E-Mail: _____

Please register me for the class I have indicated below by checking its date and location:

Second Quarter 2014: Analysis of Commercial Appraisal Reports (Course No. 222)
Legal Descriptions (Course No. 252)

<input type="checkbox"/> IN 222	April 14 – Merrillville Indiana Wesleyan University	<input type="checkbox"/> IN 252	April 22 – Columbus Clarion Hotel Bartholomew	<input type="checkbox"/> IN 222	May 27 – Evansville Ivy Tech Community College
<input type="checkbox"/> IN 252	April 15 – Merrillville Indiana Wesleyan University	<input type="checkbox"/> IN 222	April 23 – Columbus Clarion Hotel Bartholomew	<input type="checkbox"/> IN 252	May 28 – Evansville Ivy Tech Community College
<input type="checkbox"/> IN 252	April 16 – Indianapolis Indiana Wesleyan University (Digital Way)	<input type="checkbox"/> IN 222	April 28 – Fort Wayne Indiana University Purdue University (IPFW)		
<input type="checkbox"/> IN 222	April 17 – Indianapolis Indiana Wesleyan University (North)	<input type="checkbox"/> IN 252	April 29 – Fort Wayne Indiana University Purdue University (IPFW)		

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